

# **TOWN OF UNION SPECIAL BOARD MEETING**

## **Minutes for May 21, 2007**

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The Town of Union Board held a special meeting called to order on May 21, 2007 at the home of Clerk Linda O'Leary, 14434 W. Golf Air Dr., Evansville, WI at 7:00 p.m. by Chairman Kendall Schneider. Supervisors George Franklin and Don Krajeck, treasurer Sharon Franklin, constable Kim Gruebling, Building Inspector Bob Fahey and Clerk Linda O'Leary were present.

Clerk O'Leary announced that she has accepted a full-time residency position in the Clinical Pastoral Education Program at Meriter Hospital beginning in fall of 2007. As a result she will be unable to fulfill her term as Clerk. She is willing to provide some training to a new clerk over the summer but needs to complete all of her responsibilities by mid August.

The board decided to place a newspaper ad based on the job description that Clerk O'Leary compiled. Resumes and coverletters would be due mid June and interviews held in the end of June so that a clerk could be brought on by the July meeting if at all possible. Discussion was had regarding options for filling the position as a clerk versus a deputy clerk. Don Krajeck will seek answers from the town attorney.

An tentative interview committee of Clerk O'Leary, Karen Krajeck, Judy Whalen, Doug Zweizig and Kim Gruebling was established. The board would sit in on second interviews.

### **Planning and Prioritization of Town of Union Needs Including Ordinances, Committees and Plans**

Clerk O'Leary presented an updated list of outstanding issues to the board. The board proceeded to go through each issue listed and identified a lead person and timeline priority for addressing the issue. An "A" indicated the issue should be addressed within two months (by the end of July); a "B" by the end of the year (2007); and a "C" next year. Some items were noticed as already being done or nearly completed.

### **TRIP Funding Final Paperwork**

Kendall Schneider is awaiting a bill from McQuire so that we can provide the final proof of payment with the request. All other information has been collected. Clerk O'Leary noted there was no competitive bid/advertising done for the revised smaller scale engineering work.

Chairman Schneider moved to adjourn the meeting. Don Krajeck second. Meeting adjourned at 9:20 p.m.

Respectfully Submitted by:  
Linda O'Leary, Clerk

*Note: These minutes are considered draft until final board approval.*